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BASIC SCHOOL - SUMMARY OF PROGRAM ACCOMPLISHMENTS

	<u>Year Ago</u>	<u>Today</u>
<u>Basic Orientation</u>	Responsibility divided between Basic and Intelligence Schools; BIC(CS) offered 6 or 7 times per year. Heavy reliance on lecture method, with 1 problem handled on discussion group basis. "County Fair" included 20 exhibits, with representatives from 10 Offices manning their displays. Communist Propaganda Exhibit recently introduced on small scale; shown during a lunch period. American Thesis covered in 1 discussion of 1½ hours. 10 class days devoted to <u>Introduction</u> to Intelligence; 5 days to <u>Communism</u> and <u>the USSR</u> .	Consolidated in Basic School; 11 courses per year; average enrollment approaching 90. Five lectures converted to discussion group treatment, plus problem. This change in method followed by immediate rise in grades for 1st phase of course. 27 exhibits, with 7 new and 20 revised and improved; 22 manned by representatives from displaying Offices; marked increase in average attendance and number of special visitors. Expanded in scope and content; made integral part of course, with 1½ hours allotted for display and discussion. Treated in 3 discussion sessions, 4½ hours, and a special film, <u>Conversation in New Delhi</u> , produced for use as a critique. 8 days allotted to 1st phase; 7 to <u>Communism</u> and <u>the USSR</u> . Continuous evaluation of course content has resulted in introduction of 7 new lectures and exercises, replacing material judged to be of less value to classes.

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	<u>Year Ago</u>	<u>Today</u>	
	<u>Management</u>		
	7 course runs completed.	18 runs completed; 19th now under way.	
	Approximately 125 middle-management supervisors given a basic orientation and review of duties.	339 middle-management supervisors given basic training.	
25X1	One instructor 	 plus two others qualified to give help at any point, or run the course if necessary.	25X1
	23 cases, problems or films specifically selected or adapted to meet CIA training needs.	55 cases, films, group discussion problems written for or adapted to CIA training needs.	
25X1	Riding on momentum gained from Human Resources Program, as presented by 	An OTR offering selling solely on its own merits.	
	Accepted by Agency components which had heard about the course from TLO's or trial students.	Accepted widely outside DD/P, and by some DD/P elements, including FI and SE.	
	<u>Supervision</u>		
	1 presentation of course completed.	11 presentations completed.	
	18 supervisors received training, grades GS-7 through 9.	191 received training, grades GS-5 through GS-14.	
	No arrangements for following up on basic training.	One follow-up meeting held for each of 7 classes; other means, beside follow-up meetings, being studied.	

Year Ago

Today

Supervision

Basic readings and course materials assembled and tried out in one presentation; 7 cases prepared specifically for Basic Supervision.

Readings completely revised, to meet specific Agency needs and to reduce emphasis on industrial problems; 13 Agency cases prepared, and approximately 24 charts and posters developed for Basic Supervision (used jointly where appropriate with Basic Management).

3 speakers from outside CTR, briefed and tried out once.

12 outside lecturers available, briefed, tried and found to be effective.

1 instructor [] experienced in supervisory training through helping to present Human Resources Program and assisting in Basic Management.

Instructor seasoned through running the course a year, and through additional training, plus assistance available from [] 25X1 .

Administrative Training

Operations Support recently increased from 3 to 4 weeks; maximum enrollment 50.

5-week course; maximum enrollment 65. Additional subject matter included which, on basis of critiques, was needed and was not available elsewhere.

Administrative Procedures a 2-week course, completely DD/P - oriented.

3-week course, with additional week devoted to Agency Headquarters procedures. Now a comprehensive survey course, presented in phases, and may be taken in part or as a whole according to individual need.

Unrelated cases, problems and exercises used in Operations Support in connection with various subject matter phases.

All practice problems and tests in the support phase of the course have been based on one case. A new comprehensive case has been developed, to be introduced in the January running, which will provide a consistent, cohesive framework throughout the course, thus providing for better organization.

SECRET

Year Ago

Today

Administrative
Training

Heavy reliance on lecture method, involving many guest speakers; staff instructor capability adequate to requirements of two major courses, plus tutorial teaching and special offerings (e.g., Tradecraft Terminology) as requested.

Significant increase in staff instructor capability, making possible:

- a. Absorption of many lectures previously given by guest speakers.
- b. Introduction of small-group discussion method in portions of last running of Operations Support, with evidence of better student comprehension of material thus treated.
- c. Increased participation in and expanded coverage of administrative subjects in other OTR courses, especially on Finance subjects.
- d. Increased tutorial training, especially for AC/OS, and continuing capability to provide special offerings as required.
- e. Development of new training aids.
- f. Production of Case Officers' Administrative Handbook, part one of which, on Finance, is scheduled for January 1956; and an illustrated Instructor's Manual for tradecraft familiarization, which is now being typed for distribution and review.

Orientation and Briefing

Year Ago

Program included weekly CIA Indoctrination and quarterly Orientation, plus special briefings as required. 3 positions involved.

Today *Departmental Briefings (monthly)*

CIA Introduction (weekly); CIA Review (twice monthly); Dependents' Briefing (monthly); plus special briefings as required. 2 positions involved.

Clerical Training

Students in Clerical Training:

Induction
Orientation
Refresher

Total

Induction
Orientation
Refresher

1955, to date

Programs in operation included Induction, Orientation and Refresher, plus Non-Clerical Basic Typewriting and Tutorial Typing Training upon request.

3 regular programs expanded and/or improved by:

- Addition of 4-day filing course in Induction.
- Addition of classified Agency filing procedures in Orientation, and revision of correspondence instruction.
- Improvement of content and organization of shorthand courses in Refresher, and reorganization of English Usage course.

Special projects undertaken, including:

- Participation in Basic Supervision, Administrative Procedures, and Secretaries Workshop.
- Special course in English Usage, adapted for administrative and professional personnel, given at specific request of Offices.
- Continuation of Non-Clerical Typing

Year Ago

Today

Clerical Training

Program of internal staff development on a systematic basis, involving Agency training and planned rotation of assignments, under consideration but not yet started. 8 members of staff had had total of 12 OTR courses, and no rotational assignments within the program had been effected.

10 staff members have had 13 additional training courses; 4 changes of assignment made for instructor development purposes; 1 secretary has developed into an instructor, and another is being trained for instructor duties. The result is a better prepared, more versatile, and more cohesive staff.

Other Activities

No basic training in techniques of writing and speaking; Instructor Training Course offered infrequently, aimed primarily at developing OTR instructors.

Successful courses conducted by Profs. Instructor Training 25X1 varied in method and approach, and aimed primarily at preparing operational personnel for training functions overseas; rendering services in connection with trainees of AC/OS; and providing technical assistance to other Agency components having internal training activities.

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25X1



2 September 1955

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director (Support)

**SUBJECT: Termination of National Intelligence
Orientation Program**

1. In previous years, when our training activities were limited, there was a real need to assemble groups of Agency employees and explain to them the organization, functions and processes of the American intelligence system. That need was met by the National Intelligence Orientation Program, originally offered six times a year, then quarterly, and more recently three times annually.

2. The Office of Training now offers a number of courses and programs, for new and experienced employees, which include broad familiarization with the fields of intelligence as well as specialized or advanced training. I feel that they meet the present needs of Agency employees for intelligence orientation, and it seems unnecessary to continue a separate, large-scale orientation and time-consuming activity which has become largely redundant.

3. I believe there will always be, however, a need for occasional gatherings at which the Director of Central Intelligence and his principal assistants can meet with employees to discuss the state of the Agency. Such meetings are beneficial to morale and serve as a useful channel of communication to the entire Agency. The Office of Training stands ready to assist, as required, in the arrangements for such meetings.

**SUBJECT: Termination of National Intelligence
Orientation Program**

4. In view of these considerations, I recommend:

a. That the National Intelligence Orientation Program be terminated.

b. That in its place there be instituted two half-day programs per year, in which the Director and his principal assistants will meet with selected Agency audiences to discuss topics of current interest.

SIGNED

MATTHEW BAIRD
Director of Training

MB:lbc

cc: DD/S

Orig. & 1 - Addressee
1 - DTR (yellow) ✓
1 - C/BS/TR

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